Department of Commerce • National Oceanic & Atmospheric Administration • National Weather Service

NATIONAL WEATHER SERVICE INSTRUCTION 10-1805
January 7, 2004

Operations and Services
SERVICE OUTREACH

National Service and Technical Change Messages

NOTICE: This publication is available at: http://www.nws.noaa.gov/directives/.

OPR: OS51 (C. Alex) **Certified by:** OS5 (J. Lee)
Type of Issuance: Initial.

SUMMARY OF REVISIONS: This directive supercedes Weather Service Operations Manual (WSOM) A-40, Issuance 99-08, "Service Change Process", dated December 28, 1999.

An Executive Summary of revisions from WSOM A-40 is included below. A more detailed list of changes is available at http://www.weather.gov/os/notifications/nwsi10-1805summary.pdf.

a) The minimum advance lead times between issuance of the notification message and the effective date have increased significantly - see section 5 and Table 1.
b) A waiver from the OCWWS director will be required if the minimum advance lead time shown in Table 1 cannot be provided.
c) Any change to the supporting information, such as shapefiles, sample product formats, or communication identifiers, after a national service or technical change message has been issued will require an updated message, with a new effective date, to allow for the minimum advance lead time from the date of the new notification message.
d) This directive will become effective 60 days after it is signed. This allows a smooth transition between previous lead times (WSOM A-40, section 6) and the new lead times (NWSI 10-1805, section 5 and Table 1). We encourage the regional and NWSH program managers to begin using the new lead times as early as possible in their planning, even before the instruction becomes effective. All service and technical changes transmitted on or after the effective date of NWSI 10-1805 will have lead times as specified in Table 1.
e) A national Public Information Statement will be issued as soon as this instruction is posted on the NWS directives web site, to alert NWS staff, partners, and customers of the exact effective date.

Signed 11/7/03

Gregory A. Mandt Date
Director, Office of Climate, Water,
and Weather Services

National Service and Technical Change Messages

Table of Contents: Page

Appendices:

Tables:

1. Purpose. This instruction provides standardized procedures for notifying National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) employees, partners, and customers of new, enhanced, or discontinued products and services through use of national service and technical change messages. Additional procedures for implementing new products or changes to existing products are described in NWS Instruction (NWSI) 10-102, "New or Enhanced Products and Services".

This instruction complements a variety of other NWS notification processes, such as those used by the Data Review Group (DRG) (see NWSI 10-101, "Change Management Process"); the Data Management team in the Office of the Chief Information Officer (OCIO)'s Telecommunication Operations Center (see http://www.nws.noaa.gov/datamgmt/notices.shtml); the Office of Science and Technology's (OST) science review and approval process; and Public Information Statements (PNS) issued by local Weather Forecast Offices (WFO) (see NWSI 10-501, "WFO Statements, Summaries, Tables Products Specifications").

This instruction *does not* address notification of changes made to NWS web pages or file transfer protocol (ftp) file servers. Those types of changes will be governed by other NWS policy and procedural directives.

See appendix A for definitions of terms used in this instruction.

1.1 Mission Connection. Service and technical change notification is a vital link between the NWS and our customers and partners and a method for maintaining open communication. It also reflects the NWS commitment to customer service. Timely notification of new, revised, or discontinued products and services supports one of the NWS' guiding principles (see NWSI 10-102): "No surprises - Provide all users, including those in the private sector, adequate notice and opportunity for input into decisions regarding the development and dissemination of products and services". Every NWS entity should continually work with our customers and partners to improve service and provide adequate advance lead time (see section 5 and Table 1) before the change is implemented.

2. Service and Technical Changes. There are two levels of service and technical changes: (1) local/regional, and (2) national.

2.1 Local or Regional Service and Technical Changes. Changes to local and regional products, as defined in NWSI 10-102 and in appendix A of this instruction, are coordinated with local and regional customers and partners. Regional Headquarters (RH) or the local field office, as appropriate, can authorize the following changes:

a. Change(s) to local or regional operational products and data, as defined in NWSI 10-102.

b. Introduction of a local or regional experimental product(s) or service(s), as defined in NWSI 10-102.

c. Local or regional flexibility allowed by appropriate NWS policy directives or instructions. Refer to specific NWS policy directives or instructions for individual service areas for more information.

d. Change(s) to local and regional products and data whose distribution is confined to local partners, such as emergency managers, through local systems like the Local Data Acquisition and Dissemination capability in the Advanced Weather Interactive Processing System (AWIPS).

Procedures for changing local or regional products are determined by the appropriate RH. The changes are announced via a local PNS transmitted by the appropriate office(s), as specified in the following instructions:

- NWSI 10-501, "WFO Statements, Summaries, Tables Products Specification", and
- NWSI 10-1701, "Text Product Formats and Codes"

The format and style of the local PNS should be similar to those of the national service and technical change messages described in this instruction. Local and regional changes will be coordinated through the appropriate NWS Headquarters (NWSH) program manager(s), so they can be aware of the activities.

2.2 National Service and Technical Changes. National service and technical changes include adding or discontinuing national products (as defined in NWSI 10-102 and appendix A); changes to national official, operational products which are distributed nationwide; changes in service area responsibility; changes in organizational names or structures; introduction of a national new or experimental product(s) or service(s); or changes to the NOAA Weather Wire Service (NWWS) or Emergency Managers Weather Information Network (EMWIN) service or system itself.

Types of service and technical changes requiring national notification include, but are not limited to:

a. Any new national products, deletion of national products, or changes to existing national product formats.

b. Content at variance with allowable flexibility in current NWS policy directives or instructions.

c. Changes to frequency of issuance and schedules of national products.

d. Zone or County Universal Geographic Code (UGC) changes; renumbering of zone or county UGCs; renaming of zone(s) or county(s); reconfiguration of zone or county boundaries; implementation of a new county or independent city; etc.

e. Revisions to other official data code formats or codes.

f. Implementation of new codes, such as Valid Time Event Code (VTEC).

g. Changes to National Centers for Environmental Prediction (NCEP) models and/or their output which are distributed via official NWS dissemination systems.

h. Changes to Meteorological Development Laboratory (MDL) statistical guidance products which are distributed via official NWS dissemination systems.

i. Changes to hourly or more frequently transmitted in-situ and remote weather observation data and products.

j. Changes to dissemination system (such as NWWS or EMWIN) configuration

3. Authority for National Service and Technical Changes. The appropriate NWSH branch or division chief is responsible for coordinating all implementation support activities associated with the national service or technical change. Appendix B lists the NWSH branches and divisions that may initiate and coordinate a national service or technical change message and provides a web page which lists the name and contact information for the associated branch or division chief and the notification focal point. The branch or division chief is responsible for the implementation support activities listed below. Some of these activities may be delegated to the branch or division's notification focal point or to someone at RH or NCEP.

The NWSH notification focal points should develop procedures to back each other up when one or more of them is out of the office.

3.1 Implementation Support Activities. The appropriate NWSH branch or division chief, or his/her designate, is responsible for:

a. coordinating the necessary actions leading to implementation of the change, such as DRG approval; OST science review and approval; and any associated AWIPS or other software changes (see section 4).

b. writing, or coordinating and reviewing, the national service or technical change message using the appropriate national message type, following the guidelines in appendices C and D (see section 6)

c. quality controlling the national service or technical change message to ensure it conforms to this instruction (see section 7)

d. approving the national service or technical change message as the signatory (see section 8)

e. e-mailing the approved national service or technical change notification message to the Office of Climate, Water, and Weather Services (OCWWS) Notification Coordinators (see section 8).

The OCWWS Notification Coordinators (see section 9 and appendix B) are responsible for transmitting the approved national service or technical change message via AWIPS, which further routes the message to appropriate NWS text dissemination systems; posting the transmitted national service or technical change message to the OCWWS notification web page; and e-mailing the transmitted notification message to a standard, national list of interested NWS staff, customers and partners. Refer to sections 9 through 9.4 for more details.

The responsible NWSH branch or division chief should complete their coordination and e-mail the approved national service or technical change message to the OCWWS Notification Coordinators *two business days* before the message is intended to be transmitted (see section 8).

4. Actions Leading to Implementation of National Service and Technical Changes. All activities associated with implementing the national service or technical change will be completed in a time frame which allows for the minimum advance lead time for the type of change being made (see section 5). *Before the national service or technical change message is finalized and transmitted*:

a. Any proposed changes to scientific and technical support procedures and output, including numerical modeling and statistical output, must be cleared through OST's science review and approval process.

b. Any associated AWIPS or other software changes must be coordinated with OST's Systems Engineering Center (SEC, which is OST3). The NWSH branch or division chief coordinating the national service or technical change will inform the SEC of any new products or product format changes which impact AWIPS formatters or other software, and coordinate to ensure such changes to AWIPS are scheduled *before* determining the effective date of the service change. Coordination with the SEC will be done through the appropriate AWIPS liaison(s) in NWSH offices.

c. The appropriate Data Product Request for Change (RC) should be approved by the DRG (see NWSI 10-101). DRG RCs must be approved to add, delete, or revise World Meteorological Organization (WMO) headings and AWIPS identifiers, and for changes to distribution of products on the Family of Services (FOS), NOAAPORT, AWIPS, NWWS, EMWIN, the NWS Telecommunication Gateway and other NWS systems under configuration management. The approved DRG RC and the DRG Change Notices provide NWS data managers authority to add and delete WMO headings and AWIPS identifiers associated with service and technical changes.

   After DRG approval, AWIPS/NOAAPORT change notices, NWWS Change Notices , and/or EMWIN Change Notices are issued regarding product heading and identifier additions, deletions, or changes. These messages are for internal and external data managers and do not describe in detail the service aspects of the change required by NWS customers and partners. *The DRG Change Notices are not a substitute for the national service or technical change message.*

d. Coordinate with the NWS Office of Public Affairs on any press releases and/or press conferences, as required. NOTE: If a press release related to the service or technical change is to be issued, the press release will precede the transmission of the national service or technical change message (see also section 8).

The source of the proposed national service or technical change will determine which NWSH branch or division chief is responsible for coordinating the national service or technical change message, as described in section 6 and appendix B.

Coordination will also address NWS field office or National Center workload; any required training; consultation of the NWS General Counsel and the NWS Employees Organization, as needed, in accordance with established negotiating procedures; and consultation with NWS customers and partners, as appropriate.

5. Advance Lead Time of National Service and Technical Changes. The NWSH branch or division chief coordinating the service or technical change is responsible for ensuring adequate time between issuance of the service or technical change message and the effective date of the change, known as advance lead time. The advance lead time should ensure NWS customers and partners enough time to complete all required technical actions, such as modifying, testing, and fielding modifications to software and systems to *their* customers, before the change becomes effective. Table 1 shows the *minimum* advance lead time for different types of service and technical changes. These lead times are based on recent correspondence at the NWSH level with our customers.

Any variation from the announced format, sample product, shapefile, or documentation *after* the national service or technical change message has been issued will require a *new effective date*, announced in an updated service or technical change message, to allow the minimum advance lead times listed in Table 1 from the time the new information is transmitted.

In addition to the national service or technical change, all associated material customers and partners need to implement the change must also be available within the minimum advance lead time frames shown in Table 1. Examples of associated material are:

a. explicit list of affected product headings

b. sample product format showing the changes or complete examples of new products[1]

c. shapefiles (for geographic changes)

d. other documentation (description of how to interpret, etc., as needed)

e. associated signed NWS Policy Directive(s) or Instruction(s)

With the exception of the sample product (see appendix C, #6, Required Content), some of this information may be included in the service or technical change message itself, if feasible, or may be posted to a web page, with a link to that page included in the service or technical change message (see appendix G for such an example).

[1] Examples of new or revised products will be *identical* to those that will be implemented on the effective date. See appendix C, #6, Required Content, for more information on how to reference sample products in national service or technical change messages.

If the minimum advance lead time for a particular service or technical change cannot be provided because an earlier implementation is deemed necessary, the responsible NWSH branch or division chief must request a waiver from the OCWWS director. When a waiver is granted, the reason for the waiver will be included in the approved national service or technical change message.

For types of changes not listed in Table 1, NWS program managers should consult with a broad cross section of appropriate partner and customer groups to determine the impacts of the change and set an advance lead time which accommodates these impacts as best he/she can. After determining the advance lead time, the NWSH branch or division chief responsible for coordinating such a change should notify the Office of Primary Responsibility (OPR) of this instruction so appropriate changes can be made to Table 1 in future updates.

The implementation date should be a normal business day and should not occur immediately before or after a weekend or holiday. This increases the likelihood the relevant NWS program manager(s) and affected customers and partners will be available to resolve any implementation problems that may arise on the implementation date.

Table 1. Advance Lead Times for Various Types of National Service and Technical Changes

	Type of Change	Advance Lead Time
1.	Change to product issuance time, frequency of issuance, or issuance schedule. **NOTE:** See #4 for minimum lead time for changes to NCEP model run times or MDL or NCEP centrally produced guidance or associated output issuance times, frequency of issuance, or issuance schedule	minimum 30 days
2.	Notification of planned NCEP centralized computer or other NCEP Center backup test	minimum 30 days
3.	Implementation of a new algorithm, data assimilation method, or other internal processing change in an existing NCEP model or MDL centrally produced guidance which **does not affect** output format or content, issuance time, frequency of issuance, or issuance schedule	minimum 30 days
4.	Change to NCEP model or MDL centrally produced guidance which **affects** output product format or content, issuance time, frequency of issuance, or issuance schedule	minimum 75 days
5.	Adding a new, or changing or deleting an existing aviation product, such as a Terminal Aerodrome Forecast (TAF) or Transcribed Weather Broadcast (TWEB)	minimum 75 days
6.	Product realignment under **existing communication identifiers** (e.g., transferring a zone from one issuing office to another without changing the boundaries or name of the zone)	minimum 75 days
7.	• Minor dissemination system configuration change requiring partners/customers to update system settings • dissemination service provider change (e.g., NWWS vendor)	minimum 75 days
8.	Adding or deleting one, or a few, communication identifiers **within an existing class of communication identifiers** (e.g., Daily Climate Report [CLI], WMO heading CDUSii CCCC) for issuing offices or locations with documented location identifiers (CCCC)	minimum 75 days
9.	Changing existing communication identifier(s) to conform to WMO and/or NWS standards (e.g., changing the four-letter issuing office identifier in the WMO heading from KNEW to KLIX for New Orleans, LA, to reflect the correct issuing office, or for a similar change in the AWIPS identifier)	minimum 75 days
10.	Adding a new or discontinuing an existing class of communication identifier(s) at all or most offices (e.g., Hazardous Weather Outlooks [HWOs] or FLUS4i CCCC, where CCCC is the four-letter issuing office identifier) NOTE: This applies only if the new product is **not** being introduced under the new and experimental product or service process - for that, see #14	minimum 120 days

	Type of Change	Advance Lead Time
11.	Adding a communication identifier which includes a new four-letter issuing office identifier (not previously documented)	minimum 120 days
12.	Minor change to product format or content, which **does not affect** the automated parsing of one or more products, such as: • adding a new station to an existing bulletin • addition of new Standard Hydrometeorological Exchange Format (SHEF) code element (refer to NWSI 10-944)	minimum 75 days
13.	Significant change to product format or content, which **affects** the automated parsing of one or more products, such as: • any change to operational code types (county or zone UGC code, and after operational implementation, VTEC • certain change(s) to the SHEF code (refer to NWSI 10-944) • change to zone or county boundaries • change in zone or county name • any change in the use of special codes which facilitate automated parsing ($$, &&, etc.), as described in NWSI 10-1701 and other instructions • change with regard to segmentation or use of headlines	minimum 120 days
14.	New or radically revised format (for example, implementation of VTEC)	minimum 6 months
15.	Fundamental changes, such as: • change to well-established code form such as METAR or TAF • replacement of one centrally-produced guidance product or suite with another based on a different atmospheric model • significant dissemination system configuration change requiring customer/subscriber to update or replace system software or hardware	6 to 12 months or longer, based on partner and customer feedback
16.	Introduction of national experimental product(s) or service(s)	Refer to NWSI 10-102, "New or Enhanced Products and Services"
17.	Discontinuation of an experimental product or conversion of an experimental product to operational status	Refer to NWSI 10-102, "New or Enhanced Products and Services"

6. Writing the National Service or Technical Change Message. The NWSH branch or division chief coordinating the service or technical change will decide who will write the first draft of the national service or technical change message. This is frequently determined by where in the NWS the service or technical change will be implemented, as described in subsections a through g, below. The responsible NWSH branch or division chief will determine the appropriate message type for the national service or technical change message following the guidelines in appendix C.

a. If the service or technical change will be made at a single WFO, Center Weather Service Unit (CWSU), or River Forecast Center (RFC): The field office management should prepare the first draft of the national service or technical change message (see appendix C, #2, Types of National Service and Technical Change Messages) and coordinate it with the appropriate RH staff. The region should forward the draft national service or technical change message to the appropriate OCWWS branch or division chief(s), as shown in appendix B. The OCWWS branch or division chief will coordinate the message with other appropriate NWSH offices, as well as with other regions and/or NCEP, as needed.

b. If the service or technical change will be made at several or all WFOs, CWSUs, or RFCs in a particular region: The appropriate RH program manager should prepare the first draft of the national service or technical change message (see appendix C, #2). The region should forward the draft message to the appropriate OCWWS branch or division chief(s), as shown in appendix B. The OCWWS branch or division chief will coordinate the message with other appropriate NWSH offices, as well as with other regions and/or NCEP, as needed.

c. If the service or technical change will be made at many or all WFOs, CWSUs, or RFCs in the NWS: The appropriate OCWWS branch or division chief, or his/her designate, should prepare the first draft of the national service or technical change message (see appendix C, #2). The OCWWS branch or division chief will coordinate the message with other appropriate NWSH offices, as well as with other regions and/or NCEP, as needed.

d. If the service change will be made at NCEP's Aviation Weather Center (AWC), Storm Prediction Center (SPC), Tropical Prediction Center (TPC), Ocean Prediction Center (OPC), Hydrometeorological Prediction Center (HPC), Climate Prediction Center (CPC), or NCEP Central Operations (NCO): The Center's management or his/her designate should prepare the first draft of the national service or technical change message (see appendix C, #2) and coordinate it with the relevant OCWWS branch or division chief(s), as shown in appendix B. The OCWWS branch or division chief will coordinate the message with other appropriate NWSH offices, as well as with the regions and/or NCEP, as needed.

e. If the service or technical change will be made at NCEP's Environmental Modeling Center (EMC) or MDL: The EMC or MDL branch or division chief should coordinate the draft Technical Implementation Notice with the chief of OST's Science Plans Branch (OST12). The OST12 branch chief will coordinate with appropriate NWSH offices as well as the RHs, as needed.

f. If the service or technical change message is for NWWS subscribers specifically: The Data Dissemination Branch chief (OPS17) will coordinate the draft National Administrative Message for NWWS with the Awareness Branch chief (OS51) to ensure both service and technical aspects of the change are addressed. The OPS17 branch chief will coordinate with other NWSH offices as well as the RHs, as needed.

g. If the service or technical change message is for EMWIN subscribers specifically: The chief of the Operations Support and Performance Monitoring Branch (OCIO11) will coordinate the draft National Administrative Message for EMWIN with the Awareness Branch chief (OS51) and counterpoints in NOAA's National Environmental Satellite, Data, and Information Service (NESDIS). This ensures both service and technical aspects of the change are addressed. The OCIO11 branch chief will coordinate with other NWSH offices as well as the RHs, as needed.

The drafts of the national service or technical change message should be composed using standard NWS word processing software. Just before transmitting the message, the OCWWS Notification Coordinator will convert the message to ASCII format (see section 9.1.3).

7. Quality Controlling the National Service or Technical Change Message. The appropriate NWSH branch or division chief is responsible for ensuring:

a. the national service or technical change message is in compliance with this instruction, particularly with regard to style, terminology, format, content and wording;
b. the accuracy of all the information contained in the message, including communication identifiers of affected products, contact information, and web addresses; and
c. the message is properly formatted, as described in appendix C, including the appropriate communication identifier (WMO heading and AWIPS identifier) and message type.

8. Authorizing the National Service or Technical Change Message. After thorough review and coordination, the responsible NWSH branch or division chief, or someone acting in that capacity, will authorize the transmission of the national service or technical change message by e-mailing the approved message as an attachment to *all* of the OCWWS Notification Coordinators (see appendix B). The e-mail message should indicate the service or technical change message has been approved by the appropriate branch or division chief and is ready to be transmitted.

As stated in section 3.1, the responsible NWSH branch or division chief should complete their coordination and e-mail the approved national service or technical change message to the OCWWS Notification Coordinators *two business days* before the message is intended to be transmitted. This allows the OCWWS Notification Coordinator some flexibility to factor the transmission of the message into his/her tasks.

If a press release related to the service change is to be issued, the press release will precede the transmission of the national service or technical change message. The responsible NWSH branch or division chief will coordinate any such actions with the NWS Office of Public Affairs.

9. OCWWS Notification Coordinator Responsibilities. As soon as possible after receiving the final draft national service or technical change message via e-mail from the responsible NWSH branch or division chief, the OCWWS Notification Coordinator should complete the steps outlined in section 9, and associated subsections, to transmit, e-mail, and post the national service or technical change message. In many cases, the OCWWS Notification Coordinator may start to work on the message shortly after receiving it. The goal is the OCWWS Notification Coordinator will process each individual message within *two business days* from the time he/she receives it from the responsible NWSH branch or division chief.

There is no established limit to the number of messages sent by the OCWWS Notification Coordinator on a particular day. Messages will be processed as quickly as staffing permits, but there are practical limitations based on the number of messages received from various sources and other workload priorities of the OCWWS Notification Coordinators. During periods of heavy workload and/or limited resources, the OCWWS Notification Coordinators will work with the responsible NWSH branch and division chiefs to prioritize the message transmission order.

The vast majority of national service or technical change messages will be transmitted Monday through Friday, between 8 a.m. and 5 p.m. local time in the Eastern time zone.

The primary and backup OCWWS notification coordinators will track the assigned reference numbers (see section 9.1.1), the subject of the message, the appropriate NWSH branch or division coordinating the message, the date the message was received from the responsible NWSH branch or division chief, and the date the message was transmitted.

9.1 Final Processing of the National Service or Technical Change Message for Transmission. Before transmitting the message on AWIPS, the OCWWS Notification Coordinator will assign and insert the message reference number for a Service Change Notice (SCN) or Technical Implementation Notice (TIN) (see section 9.1.1); complete the issuance date/time line in the Mass News Disseminator (MND) Header Block (see section 9.1.2); and convert the message to ASCII (see section 9.1.3). Then, the OCWWS Notification Coordinator will electronically transmit the national service or technical change message (see section 9.2).

The OCWWS Notification Coordinator will not edit the content of the service or technical change message, other than those few items described in Appendix D. If changes need to be made, the responsible notification focal point will edit the message, coordinate it with his/her branch or division chief, and e-mail the revised message to the OCWWS notification coordinator.

9.1.1 Message Reference Numbers for SCNs and TINs. SCNs and TINs include message reference numbers. These message reference numbers indicate the sequence in which the messages are issued for each calendar year. SCNs and TINs are numbered independently. An example of a message reference number is SCN03-12, which is the 12th SCN transmitted in calendar year 2003.

Just before transmitting a SCN or TIN, the OCWWS Notification Coordinator will assign the next available message reference number to the SCN and/or TIN to be transmitted and edit the approved message to insert the message reference number following the message type on the message type line of the MND Header Block. Refer to Appendices E through J for examples.

9.1.2 Adding the Issuance Date and Time to the Mass News Disseminator (MND) Header Block. Just before transmitting a national service or technical change message, the OCWWS Notification Coordinator will edit the approved message to insert the issuance time and date (in local time) on the issuance date/time line in the MND Header Block. This is an estimated time of when the message will be transmitted via AWIPS, generally rounded to the nearest 5 minutes.

9.1.3 Converting the Approved Message to an ASCII File. After editing the MND Header Block as described in sections 9.1.1 and 9.1.2, the OCWWS Notification Coordinator will save the edited approved message as an ASCII file. This is the file which will be transmitted via AWIPS.

9.2 Transmitting the National Service or Technical Change Message. National service or technical change messages are transmitted electronically via the OCWWS AWIPS system or other approved backup method, and are routed via the NWS Telecommunications Gateway on NWS dissemination systems such as AWIPS, NOAAPORT, NWWS, FOS, EMWIN and other systems. The OCWWS Notification Coordinator will use the necessary software, permissions, and procedures for accessing the OCWWS AWIPS system to transmit the message. These arrangements are coordinated in advance with the OCWWS Information Technology staff.

After transmitting the message via AWIPS, the OCWWS Notification Coordinator will retrieve the message from the AWIPS database and make note of the AWIPS-generated product issuance date/time in the WMO Abbreviated Heading line (see NWSI 10-1701). The OCWWS Notification Coordinator will edit the ASCII file used to transmit the national service or technical change message to add that date/time to the WMO Abbreviated Heading line. This step should be completed *before* posting the transmitted file to the OCWWS Notification web page (see section 9.3) or e-mailing the national service or technical change message to interested NWS staff, customers and partners (see section 9.4).

9.3. Posting the Transmitted National Service or Technical Change Message on the OCWWS Notification Web Page. As soon as possible after transmitting the national service or technical change message (see section 9.2), the OCWWS Notification Coordinator will post the transmitted message to the OCWWS notification web page (www.nws.noaa.gov/om/notif.htm), with the most recent message in each message type shown at the top of the appropriate list of messages.

The web posting is a courtesy, and may not be achieved the same day as the national service or technical change message is transmitted operationally. This method of notification is considered unofficial.

The affected NWS office(s) may choose to add a link to the appropriate national service or technical service change message posted on the OCWWS notification web page to their office's web page.

9.4. E-mailing the Transmitted National Service or Technical Change Message. As soon as possible after posting the transmitted national service or technical change message on the OCWWS notification web page (see section 9.3), the OCWWS Notification Coordinator will e-mail it to the responsible NWSH branch or division chief and the appropriate branch or division notification focal point (see appendix B). The same e-mail message should also be sent to the appropriate centrally-maintained e-mail distribution list of interested NWS staff, partners, and customers who have requested receiving all national service and/or technical change messages of that type via e-mail. These e-mail distribution lists are maintained by the NWSH Mail Administrators and coordinated by the OCWWS Notification Coordinators. Each of the message types listed in appendix C have an associated centrally-maintained e-mail distribution list. Individuals who would like to be added to, or deleted from, one or more of these centrally maintained e-mail distribution lists should contact the OCWWS Notification Coordinators.

Once the appropriate NWSH branch or division notification focal point has received confirmation the message has been transmitted, he/she should consider forwarding the national service or technical change message to: any individuals whose names are included in the message as points of contact; appropriate regional or NWSH program managers; managers of the WFOs, CWSUs, RFCs, and/or NCEP centers affected by the change; NWS dissemination system managers; and program-specific list(s) they maintain of customers and partners (such as marine

focal points, emergency managers, associations, etc.). E-mail recipients may further redistribute the message, as they deem appropriate.

The e-mail distribution is a courtesy, and may not be achieved the same day as the national service or technical change message is transmitted operationally. This method of notification is considered unofficial.

APPENDIX A
DEFINITIONS

Customers	Users of NWS weather information and services
DRG	Data Review Group
EMWIN	Emergency Managers Weather Information Network
Experimental Products	Products available for testing and evaluation for a specified, limited time period for the explicit purpose of obtaining customer feedback. See NWSI 10-102, "New or Enhanced Products and Services"
Local Product	A locally-generated product produced at a particular NWS site(s) intended for local use only and only distributed locally. See NWSI 10--102
MDL	Meteorological Development Laboratory
National Product	A locally- or nationally-generated product produced at all sites of the same type (e.g., WFOs) for users nationwide and distributed via official NWS dissemination systems. See NWSI 10-102
NCEP	National Centers for Environmental Prediction
NWWS	NOAA Weather Wire Service
OCIO	Office of the Chief Information Officer
OCWWS	Office of Climate, Water, and Weather Services
Official Product	Operational products defined in NWS policy. See NWSI 10-102
Operational Products	Products produced on a reliable and continuous basis. See NWSI 10-102
OST	Office of Science and Technology
Partners	Companies, corporations, vendors, agencies, universities, etc., that associate with the NWS in the distribution of weather information and services
PNS	Public Information Statement
Product	Any collection of NWS information in a defined format. See NWSI 10-102
RH	Regional Headquarters
SCN	Service Change Notice
Service	Any method for providing NWS information. See NWSI 10-102
TIN	Technical Implementation Notice

APPENDIX B
NWSH Branches and Divisions Coordinating National Service and Technical Change Messages and Associated Notification Focal Points

Office of Climate, Water, and Weather Services (OCWWS) Notification Coordinators for National Service or Technical Change Messages:

Responsibilities: Prepare approved national service and technical change message for transmission, assign SCN and TIN reference numbers, transmit, post to the OCWWS notification web page, and e-mail the national service or technical change message to centrally maintained distribution lists of NWS employees, customers, and partners (see sections 9 through 9.4).

The names and contact information of the primary and backup OCWWS Notification Coordinators are available online at:

http://www.nws.noaa.gov/om/notif_focalpoints.shtml

NWS Headquarters Branch or Division Chiefs and Notification Focal Points for National Service or Technical Change Messages :

Responsibilities: Coordinate implementation support activities (see section 3.1); determine advance lead time (see section 5); write or review, quality control, and authorize the national service or technical change message and e-mail it to the OCWWS Notification Coordinators (see above) for types of changes below.

The names and contact information of the responsible NWSH Branch and Division Chiefs and the associated Notification Focal Points for their branch or division are available online at:

http://www.nws.noaa.gov/om/notif_focalpoints.shtml

Branch or Division	Coordinates Changes to
Marine and Coastal Weather Services Branch (OS21)	WFO marine, coastal, hurricane, tsunami, and earthquake products Marine zone changes TPC products OPC products
Fire and Public Weather Services Branch (OS22)	WFO public and fire weather products Fire and/or public zone changes WFO climate products HPC public products SPC products NCO public text products National Digital Forecast Database (changes to the database itself)
Aviation Weather Services Branch (OS23)	WFO aviation products CWSU products AWC and Alaska Aviation Weather Unit (AAWU) products International Civil Aviation Organization (ICAO) Meteorological Watch Office products Volcanic Ash Advisory Center (VAAC) products
Hydrologic Services Branch (OS31)	WFO hydrologic products RFC products HPC hydrologic products SHEF code changes
Climate Services Division (OS4)	CPC products
Awareness Branch (OS51)	Changes to standardized text formats and codes (documented in NWSI 10-1701, 10-1702, etc.) New code formats (e.g., VTEC) Dissemination service information
Observing Services Division (OS7)	ASOS services (e.g., implementation of new sensors) Surface or upper air code or equipment changes

Branch or Division	Coordinates Changes to
Science Plans Branch (OST12)	NCEP models NCEP model output (with communication identifiers) NCEP supercomputer information, such as planned backup tests MDL statistical guidance products
Data Dissemination Branch (OPS17)	NWWS system configuration or service
Observing Systems Branch (OPS22)	Transfer of an ASOS from NWS to FAA oversight or vice versa
Operations Support and Performance Monitoring Branch (OCIO11)	EMWIN system configuration or service National reconfiguration of communication identifiers

APPENDIX C
Format and Style of National Service and Technical Change Messages

Table of Contents: Page

1. **Introduction**: A draft national service or technical change message will be prepared by the cognizant local, regional, or NWSH notification focal point and be coordinated and approved by the appropriate NWSH branch or division chief or his/her designate. The draft notification message may be provided in any standard word processing format, but the OCWWS Notification Coordinator will ultimately convert the file to ASCII before transmitting it on AWIPS and other NWS dissemination systems.

2. **Types of National Service and Technical Change Messages**: There are several types of national service and technical change messages. All of these message types have a similar style and format, described below. The differences are in the Mass News Disseminator header block (see NWSI 10-1701, "Text Product Formats and Codes"), the WMO heading, and the AWIPS identifier. See appendix D for the generic national service or technical change message format and appendices E through M for specific examples of each message type.

a. **Service Change Notice** (SCN): describes new or enhanced non-scientific, plain language text or graphical products intended for the general public and/or entire NWS user communities, such as marine, fire weather, public, etc. See appendices E, F, and G for sample SCNs.

WMO Heading: NOUS41 KWBC
AWIPS ID: PNSWSH
Product Type Line in Mass News Disseminator header block:
SERVICE CHANGE NOTICE YY-##

(NOTE: YY is the last two digits of the calendar year, and ## is the number of SCNs which have been transmitted in the current calendar year. The OCWWS notification coordinator (see appendix B) will assign ## just before transmitting the message.

b. **Technical Implementation Notice** (TIN): describes new or enhanced scientific or coded text, graphics, or gridded products, including numerical weather prediction and statistical models; centrally-produced numerical guidance; observational data (surface, upper air, radar, satellite, etc); the National Forecast Database (NDFD); or aviation products and services. See appendices H, I, and J for sample TINs.

WMO Heading: NOUS 41 KWBC
AWIPS ID: PNSWSH
Product Type Line in Mass News Disseminator header block:
TECHNICAL IMPLEMENTATION NOTICE YY-##

(NOTE: YY is the last two digits of the calendar year, and ## is the number of TINs which have been transmitted in the current calendar year. The OCWWS notification coordinator (see appendix B) will assign ## just before transmitting the message.

C. **General National Public Information Statement** (PNS): conveys general information from NWSH which does not fit into one of the other message types, such as information about national awareness weeks (such as safe boating or lightning) or a message from the NWS director. See appendix K for a sample general national PNS.

WMO Heading: NOUS41 KWBC
AWIPS ID: PNSWSH
Product Type Line in Mass News Disseminator header block:
PUBLIC INFORMATION STATEMENT

D. **National Administrative Message for NWWS** (NOAA Weather Wire Service): notifies NWWS subscribers of changes to the NWWS service or system, or information for NWWS subscribers specifically. See appendix L for a sample National Administrative Message for NWWS.

WMO Heading: NOUS29 KWBC
AWIPS ID: ADWMSG
Product Type Line in Mass News Disseminator header block:
NATIONAL ADMINISTRATIVE MESSAGE FOR NWWS

E. **National Administrative Message for EMWIN** (Emergency Managers Weather Information Network): notifies EMWIN subscribers of changes to the EMWIN service or system, or information for EMWIN subscribers specifically. See appendix M for a sample National Administrative Message for EMWIN.

WMO Heading: NOXX20 KWBC
AWIPS ID: ADWEMW
Product Type Line in Mass News Disseminator header block:
NATIONAL ADMINISTRATIVE MESSAGE FOR EMWIN

3. **Style**. National service or technical change messages describe the change in short, easy to understand sentences, and are customer-oriented. Specifically, national service or technical change messages will:

a. Explain the reason for the change and emphasize the service improvement, rather than what it is replacing.
b. Conform to the guidelines for acceptable characters, case (UPPER), punctuation, line length, and format in NWSI 10-1701, "Text Product Formats and Codes"
c. Have the proper product type line in the Mass News Dissemination header block (see #2 above, and the examples shown in appendices E through M)
d. Be in Courier font, 12 point
e. Not include font features, such as bold, italics, etc. Such features will be lost when the OCWWS Notification Coordinator converts the message to ASCII just before transmission on AWIPS
f. Have 1-inch top/bottom and left/right margins
g. Use left tabs and indents, as appropriate, to make the message easily scanned
h. Spell out all acronyms the first time they are used in the message
i. Not have any extraneous spaces (e.g., two spaces in the middle of a sentence)
j. Not include any hard page breaks
k. Include the double dollar sign code ($$) followed by "NNNN" on a separate line at the end of the message

l. May, as an option, be split into multiple parts if the message significantly exceeds four 8 ½ x 11 inch pages. This makes the message more readable. Another option for long messages is to post portions of the information, such as the list of affected products on a web page, and include a link to that page in the notification message (see appendix G for an example).

m. Include AAx (where x = A through X) in the abbreviated WMO heading and "...AMENDED" at the end of the product type line in the Mass News Disseminator header block for amended messages. Also, provide a brief reason for the amendment, just below the SUBJECT, typically on one line, and left justified. *Do not* begin or end this line with ellipses. See NWSI 10-1701 for more information.

n. Include CCx (where x = A through X) in the abbreviated WMO heading and "...CORRECTED" at the end of the product type line in the Mass News Disseminator header block for corrected messages. Also, provide a brief reason for the correction, just below the SUBJECT, typically on one line, and left justified. *Do not* begin or end this line with ellipses. See NWSI 10-1701 for more information.

4. **Proper Terminology**:

CORRECT	INCORRECT
WMO HEADING	WMO HEADER or FOS IDENTIFIER
AWIPS IDENTIFIER	AFOS PIL or NWWS ID
COORDINATED UNIVERSAL TIME	UNIVERSAL COORDINATED TIME

NOTE: AWIPS identifiers are 4 to 6 characters (e.g., SFPMQT)

5. **Format**:

a. **NWS Communication Identifier:** Determine which national level service or technical change message (see #2 above) is appropriate and include the appropriate WMO heading and AWIPS identifier for that message in the NWS Communication Identifier block. See NWSI 10-1701 for more information.

b. **Message type:** Include the appropriate message type (see #2 above) in the Mass News Disseminator header block. See NWSI 10-1701 for more information

c. **TO**: The standard "TO" list is:

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER WIRE SERVICE /NWWS/ SUBSCRIBERS...EMERGENCY MANAGERS WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS...NOAAPORT SUBSCRIBERS...OTHER NATIONAL WEATHER SERVICE /NWS/ CUSTOMERS AND PARTNERS...NWS EMPLOYEES

Most messages will use the standard "TO" list. However, the following example is also acceptable, and may be modified for other applications, if appropriate:

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS
FEDERAL AVIATION ADMINISTRATION /FAA/ CUSTOMERS
OTHER NATIONAL WEATHER SERVICE /NWS/ CUSTOMERS OF AVIATION FORECASTS
NWS EMPLOYEES

d. **FROM**: The signatory ("FROM" line) for the message is the authorizing NWSH branch or division chief (see section 3 in the body of this instruction). The name of the signatory shall be followed on a second line by their title (e.g., CHIEF...FIRE AND PUBLIC WEATHER SERVICES BRANCH). The name of the NWSH office may also be included on a third line, as an option, especially for offices other than OCWWS.

e. **SUBJECT**: The subject line briefly describes the what, where, and when of the change being made. The effective date of the change *must be included* in the subject line. The subject should be no more than 3 or 4 lines, indented, as shown in the sample messages in appendices E through M.

6. **Required Content**:

a. The message should contain enough details, in plain language with minimal or no jargon, so customers and partners understand the change.

b. All changes should be summarized in the first paragraph (or first few paragraphs) of the message, and then described in more detail in following paragraphs, as needed. This "newspaper" style allows readers to quickly determine if they want to read the complete message or not.

c. For most changes, the message should include the specific time the change will be made on the effective date. The time can be in Coordinated Universal Time (UTC), local time, or both.

d. An *explicit list* of *all* WMO headings and AWIPS IDs of *all* products affected by the change will either be included in the message itself, or posted to a web page, with the Uniform Resource Locator (URL) of that page included in the message (see appendix G for an example). For each product, the WMO heading should be listed first, followed by the AWIPS identifier.

NOTE: Nine-character AFOS IDs are not used by external partners and customers, and therefore, should not be included in national service or technical change messages. AWIPS identifiers are 4 to 6 characters (e.g., RERBDL).

e. *Sample products are not to be embedded in national service or technical change messages.* Instead, sample products, in their entirety and *exactly* as the product will be implemented, will be posted to a web page, with the URL of that page included in the service or technical change message. This ensures a sample product is not misinterpreted as a real product, which may trigger automated processing, such as generating a scroll for television, etc.

f. Include web page links for more detailed information, such as sample products, location of shapefiles, long list of explicit communication identifiers of affected products, associated NWS directives or instructions, or other documentation, etc., as appropriate.

g. Messages which describe changes to zone, county, or other boundaries will include a URL where updated shapefiles are available. NOTE: The new or revised shapefiles must be posted on the AWIPS Map Database web page (http://www.nws.noaa.gov/geodata/), with the appropriate minimum advance lead time as shown in Table 1, *before* the Service Change Notice is transmitted.

h. At least one NWS contact, including the person's name, e-mail address, and telephone number, mailing address, will be provided near the end of the message in case partners or customers have questions or problems. If a mailing address is not included, include the city and state where the contact person is located, so customers and partners will know where they are calling if they choose to phone the contact person (it may be a long distance call).

The NWS contact should be the person(s) who is in the best position to explain the reasoning and impact of the change. For changes in policy affecting WFOs, CWSUs or RFCs on a regional or nationwide basis, the contact should be the appropriate NWSH or RH program manager. Changes at NCEP centers should include an NCEP contact. Changes affecting a single WFO, CWSU or RFC or just a few such offices should include a contact from that office(s).

i. Include the following standard statement at the end of the message:

THIS AND OTHER NWS [message type, such as Service Change Notices] ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

j. Include the double dollar sign code (see NWSI 10-1701) at the end of the message, as the end of message indicator. Avoid including "$$" in the body of the message (other than at the very end). If reference to the double dollar sign code is necessary in the message, use "DOUBLE DOLLAR SIGN CODE" instead of "$$" (see appendix F for an example).

k. Include "NNNN" after the double dollar sign code ($$), on a separate line. This indicates the end of the message for the script the OCWWS Notification Coordinator uses to transmit the message via AWIPS.

APPENDIX D
Generic National Service or Technical Change Message Format

A generic example of a national service or technical change message is shown below. Specific examples of all types of national service and technical change messages are included in appendices E through M. The final message provided to the OCWWS Notification Coordinator will follow this format.

Generic National Service or Technical Change Message:

In the generic example below, the message originator or the responsible NWS branch or division notification focal point (see appendix B) will complete the appropriate information shown in **bold**. The OCWWS notification coordinator (see appendix B) will complete the information shown in *italics*, including the message reference number (YY-##) in the product type line and the date/time in the Mass News Disseminator header block, *just before* the message is transmitted, and the DDHHMM, which is the AWIPS time stamp, *after* the message has been transmitted but before posting it to the OCWWS notification web page.

NOUS**ii** KWBC *DDHHMM* [NOTE: DDHHMM is added after
NNNXXX transmitting the message]

MESSAGE TYPE [*YY-##*, for SCN and TIN only]
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON D.C.
xxxx xM xDT [or *xST*] *DAY MON DD YEAR*

TO: **FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER WIRE SERVICE /NWWS/ SUBSCRIBERS...EMERGENCY MANAGERS WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS...NOAAPORT SUBSCRIBERS...OTHER NATIONAL WEATHER SERVICE /NWS/ CUSTOMERS AND PARTNERS...NWS EMPLOYEES**

FROM: **(NAME OF AUTHORIZING NWSH BRANCH OR DIVISION CHIEF)**
(TITLE)
(OPTIONAL: NAME OF NWS HEADQUARTERS OFFICE, ESPECIALLY IF NOT IN OCWWS)

SUBJECT: **(BRIEF DESCRIPTION OF CHANGE AND EFFECTIVE DATE)**

(TEXT)

THIS AND OTHER NWS **[MESSAGE TYPE, SUCH AS SERVICE CHANGE NOTICES]** ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

$$
NNNN

APPENDIX E
Sample Service Change Notice - Warning and Forecast Transfer from One WFO to Another

NOUS41 KWBC 041854
PNSWSH

SERVICE CHANGE NOTICE 03-54
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
250 PM EDT THU SEP 4 2003

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER WIRE SERVICE /NWWS/ SUBSCRIBERS...EMERGENCY MANAGERS WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS... NOAAPORT SUBSCRIBERS...OTHER NATIONAL WEATHER SERVICE /NWS/ CUSTOMERS AND PARTNERS...NWS EMPLOYEES

FROM: GLENN AUSTIN
ACTING CHIEF...FIRE AND PUBLIC WEATHER SERVICES BRANCH

SUBJECT: WARNING AND FORECAST RESPONSIBILITY FOR LINCOLN...MOORE AND FRANKLIN COUNTIES IN TENNESSEE TO BE TRANSFERRED TO WFO HUNTSVILLE ALABAMA...EFFECTIVE NOVEMBER 18 2003

EFFECTIVE TUESDAY NOVEMBER 18 2003 AT 600 A.M. CENTRAL STANDARD TIME /CST/...1200 COORDINATED UNIVERSAL TIME /UTC/...WARNING AND FORECAST RESPONSIBILITY FOR THE SOUTHERN TENNESSEE COUNTIES LISTED IN TABLE 1 WILL BE TRANSFERRED FROM THE NASHVILLE TENNESSEE /OHX/ WEATHER FORECAST OFFICE /WFO/ TO THE WEATHER FORECAST OFFICE IN HUNTSVILLE ALABAMA /HUN/.

BECAUSE OF THESE CHANGES...CUSTOMERS MUST TAKE APPROPRIATE ACTION TO RECEIVE THE PRODUCTS LISTED IN TABLES 2...3...AND 4 TO CONTINUE TO RECEIVE THESE PRODUCTS.

THE FOLLOWING SHAPEFILES HAVE BEEN UPDATED TO REFLECT THE ADDITION OF THESE COUNTIES IN HUNTSVILLE/S AREA OF RESPONSIBILITY...AND THEY ARE AVAILABLE FOR DOWNLOAD FROM THE FOLLOWING WEB SITES /USE LOWER CASE LETTERS/:

COUNTY WARNING AREA BOUNDARIES

HTTP://WWW.NWS.NOAA.GOV/GEODATA/CATALOG/WSOM/HTML/CWA.HTM

PUBLIC ZONES

HTTP://WWW.NWS.NOAA.GOV/GEODATA/CATALOG/WSOM/HTML/PUBZONE.HTM

COUNTIES

HTTP://WWW.NWS.NOAA.GOV/GEODATA/CATALOG/COUNTY/HTML/COUNTY.HTM

IN ALL THE TABLES BELOW...OLD PRODUCTS MARKED WITH AN ASTERISK /*/ WILL CONTINUE TO EXIST...BUT WILL COVER AREAS OUTSIDE OF THE HUNTSVILLE COUNTY WARNING AND FORECAST AREA.

TABLE 1 COUNTIES TO BE TRANSFERRED FROM WFO NASHVILLE /OHX/ TO WFO HUNTSVILLE /HUN/ AND THEIR ASSOCIATED COUNTY AND ZONE /Z/ UNIVERSAL GEOGRAPHIC CODES /UGC/.

COUNTY	COUNTY /C/ UGC	ZONE /Z/ UGC
FRANKLIN	TNC051	TNZ097
LINCOLN	TNC103	TNZ096
MOORE	TNC127	TNZ076

TABLE 2 SHORT-DURATION WARNING PRODUCTS TO BE TRANSFERRED TO WFO HUNTSVILLE. COUNTY /C/ UGCS ARE USED IN THE FOLLOWING.

PRODUCT	WMO HEADING		AWIPS ID
TORNADO WARNING	WFUS54 KHUN		/NEW/ TORHUN
	WFUS54 KOHX	*	/OLD/ TORBNA
SEVERE THUNDERSTORM WARNING	WUUS54 KHUN		/NEW/ SVRHUN
	WUUS54 KOHX	*	/OLD/ SVRBNA
SEVERE WEATHER STATEMENT	WWUS54 KHUN		/NEW/ SVSHUN
	WWUS54 KOHX	*	/OLD/ SVSBNA
FLASH FLOOD WARNING	WGUS54 KHUN		/NEW/ FFWHUN
	WGUS54 KOHX	*	/OLD/ FFWBNA
FLASH FLOOD STATEMENT	WGUS74 KHUN		/NEW/ FFSHUN
	WGUS74 KOHX	*	/OLD/ FFSBNA
CIVIL EMERGENCY MESSAGE	WOUS44 KHUN		/NEW/ CEMHUN
	WOUS44 KOHX	*	/OLD/ CEMBNA

TABLE 3 PRODUCTS RELATED TO SHORT-DURATION PRODUCTS LISTED IN TABLE 2. ROUTINE FORECAST PRODUCTS ARE ALSO LISTED. ZONE /Z/ UGCS ARE USED IN THE FOLLOWING.

PRODUCT	WMO HEADING		AWIPS ID
ZONE FORECAST PRODUCT	FPUS54 KHUN		/NEW/ ZFPHUN
	FPUS54 KOHX	*	/OLD/ ZFPBNA
FLOOD WATCH	WGUS64 KHUN		/NEW/ FFAHUN
	WGUS64 KOHX	*	/OLD/ FFABNA
NON-PRECIP. WEATHER	WWUS74 KHUN		/NEW/ NPWHUN
WATCH/WARNING/ADVISORY	WWUS74 KOHX	*	/OLD/ NPWBNA
SHORT TERM FORECAST	FPUS74 KHUN		/NEW/ NOWHUN
	FPUS74 KOHX	*	/OLD/ NOWBNA
SPECIAL WEATHER	WWUS84 KHUN		/NEW/ SPSHUN
STATEMENT	WWUS84 KOHX	*	/OLD/ SPSBNA
HAZARDOUS WEATHER	FLUS44 KHUN		/NEW/ HWOHUN
OUTLOOK	FLUS44 KOHX	*	/OLD/ HWOBNA
PUBLIC INFORMATION	NOUS44 KHUN		/NEW/ PNSHUN
STATEMENT	NOUS44 KOHX	*	/OLD/ PNSBNA
PRELIMINARY	NWUS54 KHUN		/NEW/ LSRHUN
LOCAL STORM REPORT	NWUS54 KOHX	*	/OLD/ LSRBNA
WINTER WEATHER	WWUS44 KHUN		/NEW/ WSWHUN
WATCH/WARNING/ADVISORY	WWUS44 KOHX	*	/OLD/ WSWBNA
FIRE WEATHER FORECAST	FNUS54 KHUN		/NEW/ FWFHUN
	FNUS54 KOHX	*	/OLD/ FWFBNA

TABLE 4 PRODUCT CHANGES DUE TO HYDROLOGIC SERVICE AREA CHANGES. COUNTY /C/ UGCS ARE USED IN THE FOLLOWING:

PRODUCT	WMO HEADING		AWIPS ID
FLOOD STATEMENT	WGUS84 KHUN		/NEW/ FLSHUN
	WGUS84 KOHX	*	/OLD/ FLSBNA
FLOOD WARNING	WGUS44 KHUN		/NEW/ FLWHUN
	WGUS44 KOHX	*	/OLD/ FLWBNA
HYDROLOGIC STATEMENT	FGUS84 KHUN		/NEW/ RVSHUN
	FGUS84 KOHX	*	/OLD/ RVSBNA
HYDROLOGIC SUMMARY	SRUS44 KHUN		/NEW/ RVAHUN
	SRUS44 KOHX	*	/OLD/ RVABNA
HYDROLOGIC OUTLOOK	FGUS74 KHUN		/NEW/ ESFHUN
	FGUS74 KOHX	*	/OLD/ ESFBNA
RIVER AND LAKE	FGUS54 KHUN		/NEW/ RVDHUN

FORECAST FGUS54 KOHX * /OLD/ RVDBNA

THESE CHANGES IN HYDROLOGIC SERVICE AREAS INVOLVE THE TRANSFER OF RIVER FORECAST AND FLOOD WARNING ISSUANCE RESPONSIBILITY FOR THE ELK RIVER AT FAYETTEVILLE /FYTT1/ FROM NASHVILLE TENNESSEE TO HUNTSVILLE ALABAMA.

NOAA WEATHER RADIO:

THE NOAA WEATHER RADIO BROADCAST RESPONSIBILITY FOR THE WINCHESTER /NWR STATION WNG554/ TRANSMITTER WILL BE TRANSFERRED FROM NASHVILLE TO HUNTSVILLE. THIS WILL NOT AFFECT HOW YOU RECEIVE YOUR WEATHER INFORMATION OR THE PERFORMANCE OF THE TRANSMITTER.

IF YOU HAVE ANY QUESTIONS...YOU MAY CONTACT:

JOHN GORDON	DERREL MARTIN
METEOROLOGIST IN CHARGE	METEOROLOGIST IN CHARGE
WFO HUNTSVILLE	WFO NASHVILLE
NATIONAL WEATHER SERVICE	NATIONAL WEATHER SERVICE
320 SPARKMAN DRIVE	500 WEATHER STATION ROAD
HUNTSVILLE AL 35805	OLD HICKORY TN 37138
PHONE: 256-890-8503	PHONE: 615-754-4633

THIS NOTICE AND OTHER SERVICE CHANGE NOTICES ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

$$
NNNN

APPENDIX F
Sample Service Change Notice - Format Changes to Existing Products (Corrected)

NOUS41 KWBC 141957 CCA
PNSWSH

SERVICE CHANGE NOTICE 03-19...CORRECTED
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
255 PM EST FRI MAR 14 2003

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER WIRE SERVICE /NWWS/ SUBSCRIBERS...EMERGENCY MANAGERS WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS... NOAAPORT SUBSCRIBERS... OTHER NATIONAL WEATHER SERVICE /NWS/ CUSTOMERS AND PARTNERS...NWS EMPLOYEES

FROM: JAMES E. LEE
CHIEF...FIRE AND PUBLIC WEATHER SERVICES BRANCH

SUBJECT: CORRECTED: MODIFICATIONS TO SELECTED NWS TEXT PRODUCTS...EFFECTIVE JULY 15 2003 AT 10 AM EDT

REFER TO: SERVICE CHANGE NOTICE /SCN/ 02-59...DATED NOVEMBER 27 2002 AND CORRECTED ON DECEMBER 2 2002 AND UPDATED ON JANUARY 31 2003

CORRECTED TO CHANGE EST TO EDT IN SUBJECT LINE...FIRST PARAGRAPH...AND TABLE 1

IN ACCORDANCE WITH SERVICE CHANGE NOTICE /SCN/ 02-59...ON TUESDAY...JULY 15 2003...AT 10 AM EDT...THE NATIONAL WEATHER SERVICE /NWS/ WILL MODIFY THE TEXT PRODUCTS IDENTIFIED IN TABLE 1. THE FOCUS OF THE CHANGE WILL BE IN THE MASS NEWS DISSEMINATOR /MND/ HEADER BLOCK...THE INCLUSION OF AWIPS IDS FOR ALL PRODUCTS...CHANGES TO TWO AWIPS IDS /ABNA26 KWBC TPTINT BECOMES ABNA26 KWBC TPTNAM...AND ABXX06 KWBC TPTEUR BECOMES ABXX06 KWBC TPTINT/...AND THE ADDITION OF THE DOUBLE DOLLAR SIGN CODE AT THE END OF ALL PRODUCTS. ONCE IMPLEMENTED...THE MODIFICATIONS /PREVIOUSLY IDENTIFIED IN SCN 02-59/ WILL ENSURE THESE PRODUCTS CONFORM TO NATIONAL WEATHER SERVICE INSTRUCTION /NWSI/ 10-1701...ENTITLED TEXT PRODUCT FORMATS AND CODES.

A WEB PAGE HAS BEEN ESTABLISHED TO ALLOW USERS TO TEST THE CHANGES TO ENSURE THEY CAN DECODE THE MODIFIED PRODUCTS CORRECTLY. SEE EXAMPLES AT /USE LOWER CASE LETTERS/:

WWW.NWS.NOAA.GOV/DATAMGMT/DOC/TPT_TABLE.HTML

TABLE 1. NWS TEXT PRODUCTS WHOSE FORMAT WILL BE MODIFIED AT 10 AM EDT JULY 15 2003

PRODUCT	WMO HEADING	AWIPS ID
LATIN AMERICAN TEMP/WEATHER TABLE	ABXX07 KWBC	TPTLAT
HOURLY TEMP/WX FOR N. AMER. CITIES	ABNA26 KWBC	TPTNAM /OLD TPTINT/
HOURLY TEMP/WX FOR WESTERN U.S.	ABUS23 KWBC	TPTWRN
HOURLY TEMP/WX FOR EASTERN U.S.	ABUS24 KWBC	TPTERN
HOURLY TEMP/WX FOR CENTRAL U.S.	ABUS25 KWBC	TPTCRN
FOREIGN TEMP & WEATHER TABLE	ABXX06 KWBC	TPTINT /OLD TPTEUR/
CANADIAN TEMP & PRECIP TABLE	ABCN01 KWBC	TPTCAN

PARTNERS/CUSTOMERS SHOULD NOTIFY THE FOLLOWING POINTS OF CONTACT IF THEY BELIEVE THE CHANGES WILL ADVERSELY IMPACT THEIR OPERATIONS:

ANDY NOEL
NATIONAL WEATHER SERVICE
PUBLIC WEATHER SERVICES
SILVER SPRING MD
PHONE: 301-713-1867 X 126
E-MAIL: ANDREW.NOEL@NOAA.GOV

OR

ART THOMAS
NATIONAL WEATHER SERVICE
PUBLIC WEATHER SERVICES
SILVER SPRING MD
301-713-1867 X 193
ART.THOMAS@NOAA.GOV

NWSI 10-1701 IS AVAILABLE ON THE INTERNET AT /USE LOWER CASE LETTERS/:

WWW.NWS.NOAA.GOV/DIRECTIVES

CLICK ON 10-OPERATIONS AND SERVICES...AND THEN SCROLL DOWN AND CLICK ON 10-1701 TEXT PRODUCT FORMATS AND CODES.

THIS NOTICE AND OTHER SERVICE CHANGE NOTICES ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

$$
NNNN

APPENDIX G
Sample Service Change Notice - Universal Geographic Code Changes

NOUS41 KWBC 222141
PNSWSH

SERVICE CHANGE NOTICE 03-03
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
445 PM EST WED JAN 22 2003

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER WIRE SERVICE /NWWS/ SUBSCRIBERS...EMERGENCY MANAGERS WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS... NOAAPORT SUBSCRIBERS...OTHER NATIONAL WEATHER SERVICE /NWS/ CUSTOMERS AND PARTNERS...NWS EMPLOYEES

FROM: THOMAS GRAZIANO
CHIEF...SERVICES BRANCH
HYDROLOGIC SERVICES DIVISION

SUBJECT: CONSISTENT UNIVERSAL GEOGRAPHIC CODE /UGC/ TYPES FOR HYDROLOGY PRODUCT SUITE IN CENTRAL REGION...EFFECTIVE MAY 28 2003

ON MAY 28 2003 AT 1800 COORDINATED UNIVERSAL TIME /UTC/...THE NATIONAL WEATHER SERVICE FORECAST OFFICES IN CENTRAL REGION WILL ISSUE THE HYDROLOGIC PRODUCT SUITE USING CONSISTENT UNIVERSAL GEOGRAPHIC CODE /UGC/ TYPES AS SPECIFIED IN THE FOLLOWING TABLE.

PRODUCT TYPE	PRODUCT CATEGORY	UGC
HYDROLOGIC OUTLOOK	ESF	COUNTY CODE
FLOOD WATCH	FFA	ZONE CODE
FLASH FLOOD WARNING	FFW	COUNTY CODE
FLASH FLOOD STATEMENT	FFS	COUNTY CODE
FLOOD WARNING	FLW	COUNTY CODE
FLOOD STATEMENT	FLS	COUNTY CODE
HYDROLOGIC STATEMENT	RVS	COUNTY CODE
HYDROLOGIC SUMMARY	RVA	COUNTY CODE
DAILY RIVER AND LAKE SUMMARY	RVD	COUNTY CODE

PLEASE NOTE THE PRODUCT...FLOOD WATCH...WILL REMAIN A ZONE CODED UGC.

AN EXPLICIT LIST OF IMPACTED PRODUCTS IS POSTED AT /USE LOWER CASE LETTERS/:

WWW.CRH.NOAA.GOV/HYDROUGC

THE WEATHER FORECAST OFFICE IN CENTRAL ILLINOIS /ILX/ WILL BE ISSUING ALL OF THEIR PRODUCTS USING END STATE WORLD METEOROLOGICAL ORGANIZATION /WMO/ HEADINGS BY MAY 6 2003.

REFER TO SERVICE CHANGE NOTICE 03-02 FOR FURTHER INFORMATION.

ALL OTHER CENTRAL REGION WEATHER FORECAST OFFICES WILL BE CONVERTING THEIR FLASH FLOOD WARNINGS...FLASH FLOOD STATEMENTS...FLOOD WARNINGS...AND FLOOD STATEMENTS TO END STATE WMO HEADINGS ON MAY 28. LOOK FOR A FUTURE SERVICE CHANGE NOTICE...EXPECTED TO BE ISSUED THE WEEK OF JANUARY 27TH 2003...FOR FURTHER INFORMATION ON THAT CHANGE.

THE NATIONAL WEATHER SERVICE WELCOMES PUBLIC FEEDBACK. IF YOU HAVE ANY QUESTIONS OR COMMENTS ON THIS CHANGE...PLEASE CONTACT:

FRANK RICHARDS
HYDROLOGIC INFORMATION CENTER
OFFICE OF CLIMATE WATER AND WEATHER SERVICES
SILVER SPRING MD 20910
PHONE: 301-713-1630 X 164
EMAIL: FRANCIS.RICHARDS@NOAA.GOV

THIS NOTICE AND OTHER SERVICE CHANGE NOTICES ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

$$
NNNN

APPENDIX H
Sample Technical Implementation Notice - NCEP Model Change (Algorithm Change)

NOUS41 KWBC 251337
PNSWSH

TECHNICAL IMPLEMENTATION NOTICE 02-21
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
940 AM EDT WED SEP 25 2002

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER WIRE SERVICE /NWWS/ SUBSCRIBERS...EMERGENCY MANAGERS WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS... OTHER NATIONAL WEATHER SERVICE /NWS/ CUSTOMERS AND PARTNERS...NWS EMPLOYEES

FROM: PAUL HIRSCHBERG
CHIEF...SCIENCE PLANS BRANCH
OFFICE OF SCIENCE AND TECHNOLOGY

SUBJECT: NEW METHOD FOR FINDING THE LOWEST TROPOSPHERIC FREEZING LEVEL IN THE NCEP GLOBAL FORECAST SYSTEM...EFFECTIVE OCTOBER 29 2002

NOTE: THE FOLLOWING CHANGES HAVE NO IMPACT ON NOAA WEATHER WIRE SUBSCRIBERS

THIS MESSAGE DETAILS FURTHER INFORMATION ON THE UPGRADE OF THE NATIONAL CENTERS FOR ENVIRONMENTAL PREDICTION /NCEP/ GLOBAL FORECAST SYSTEM /GFS/ CURRENTLY SCHEDULED FOR OCTOBER 29 2002. THE LAST MESSAGE ON THIS TOPIC WAS TECHNICAL IMPLEMENTATION NOTICE 02-17...TRANSMITTED ON AUGUST 22 2002.

WHEN THE NCEP GLOBAL FORECAST SYSTEM IS UPGRADED...AN ADDITIONAL CHANGE WILL BE MADE TO HOW THE FREEZING LEVEL INFORMATION IS REPORTED IN THE OUTPUT GRIB FILES. CURRENTLY THE LOWEST FREEZING LEVEL REPORTED IS LIMITED TO THE HEIGHT OF THE MODEL TERRAIN. IN THE NEW VERSION OF THE GFS...IT WILL BE POSSIBLE TO HAVE FREEZING LEVELS BELOW MODEL TERRAIN. FOR SITUATIONS WHERE THE TROPOSPHERIC FREEZING LEVEL IS NOT ABOVE GROUND...THE MODEL WILL EXTRAPOLATE DOWNWARD USING A 6.5 K/KM LAPSE RATE TO FIND A THEORETICAL FREEZING LEVEL.

IF YOU HAVE ANY QUESTIONS ABOUT THESE CHANGES TO THE NCEP GLOBAL FORECAST SYSTEM PLEASE CONTACT:

HUA-LU PAN
NCEP/CAMP SPRINGS MARYLAND
PHONE: 301-763-8000 EXT. 7234
E-MAIL: HUALU.PAN@NOAA.GOV

THIS AND OTHER NWS TECHNICAL IMPLEMENTATION NOTICES ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

```
      HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

$$
NNNN
```

APPENDIX I
Sample Technical Implementation Notice - NCEP Model Change Affecting Issuance Schedule

NOUS41 KWBC 222020
PNSWSH

TECHNICAL IMPLEMENTATION NOTICE 02-17
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
430 PM EDT THU AUG 22 2002

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER WIRE SERVICE /NWWS/ SUBSCRIBERS...EMERGENCY MANAGERS WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS... OTHER NATIONAL WEATHER SERVICE /NWS/ CUSTOMERS AND PARTNERS...NWS EMPLOYEES

FROM: PAUL HIRSCHBERG
CHIEF...SCIENCE PLANS BRANCH
OFFICE OF SCIENCE AND TECHNOLOGY

SUBJECT: RESCHEDULED CHANGES TO THE HORIZONTAL AND VERTICAL RESOLUTIONS OF THE NCEP GLOBAL FORECAST SYSTEM...NOW EFFECTIVE NOVEMBER 5 2002 AT 1200 UTC

NOTE: THE FOLLOWING CHANGES HAVE NO IMPACT ON NOAA WEATHER WIRE SUBSCRIBERS

ON NOVEMBER 5 2002 AT 1200 COORDINATED UNIVERSAL TIME /UTC/...THE NATIONAL CENTERS FOR ENVIRONMENTAL PREDICTION /NCEP/ WILL CHANGE THE HORIZONTAL AND VERTICAL RESOLUTIONS OF THE ANALYSIS AND FORECAST SUITES IN ITS GLOBAL FORECAST SYSTEM /GFS/. THE CHANGE IN RESOLUTION IS THE FINAL STEP IN A CONSOLIDATION OF GLOBAL MODEL JOBS...WHICH PREVIOUSLY INCLUDED ELIMINATION OF THE MEDIUM RANGE FORECAST /MRF/ RUN...ON APRIL 24 2002...AND THE GENERATION OF THE 4 PER DAY GFS /FORMERLY KNOWN AS THE AVN/ RUNS OUT TO 16 DAYS...ON MARCH 5 2002.

THE GFS WILL INCREASE ITS USE OF SATELLITE DATA...AND WILL CHANGE ITS CURRENT T170...42-LAYER /T170L42/ RESOLUTION TO T254L64... HORIZONTAL RESOLUTION CHANGES FROM 75 KM TO 55 KM...VERTICAL RESOLUTION CHANGES PRIMARILY IN THE STRATOSPHERE...WITH MODEL TOP RAISED FROM 2 HPA TO 0.2 HPA.

FORECAST MODEL SUITE...CURRENTLY T170L42 /0-180 HOURS/ AND T62L28 /180-384 HOURS/...WILL BECOME A DOWNWARD CASCADE OF RESOLUTIONS FOR SHORT MEDIUM AND LONG RANGE FORECASTS...T254L64 /0-84 HOURS/...T170L42 /84-180 HOURS/ AND T126L28 /180-384 HOURS/.

USERS CAN EXPECT TO SEE SLIGHT IMPROVEMENTS IN MOST FORECASTS. THE TROPICS MAY BE SLIGHTLY MORE NOISY. MODEL BIASES AND OTHER CHARACTERISTICS WILL REMAIN LARGELY UNCHANGED. IT IS ANTICIPATED

THAT THE HIGHER RESOLUTION DURING THE FIRST 84 HOURS OF THE FORECAST WILL IMPROVE MODELED DETAILS OF FRONTS...JET STREAMS...PRECIPITATION...AND TROPICAL STORMS...WHILE THE HIGHER RESOLUTION BEYOND 180 HOURS WILL IMPROVE FORECASTS OF TRANSIENTS...THEREBY IMPROVING PREDICTIONS OF REGIME CHANGES.

THE IMPACT OF THIS CHANGE ON THE NCEP PRODUCTION SCHEDULE WILL BE AS FOLLOWS:

GFS 120 HOUR PRODUCTS	DELAYED 21 MINUTES
GFS 384 HOUR PRODUCTS	DELAYED 21 MINUTES
GFDL HURRICANE MODEL	DELAYED 25-30 MINUTES
WAVE MODEL PRODUCTS	DELAYED 25 MINUTES
AVN MOS PRODUCTS	DELAYED 21 MINUTES
1200 UTC GLOBAL ENSEMBLE PRODUCTS	DELAYED 25 MINUTES

WHEN THE NEXT CENTRAL COMPUTER SYSTEM BECOMES OPERATIONAL BY THE THIRD QUARTER /APRIL...MAY...AND JUNE/ OF FISCAL YEAR 2003...THE NCEP PRODUCTION SCHEDULE WOULD RETURN TO ITS CURRENT CONFIGURATION.

IF YOU HAVE ANY QUESTIONS ABOUT THESE CHANGES TO THE NCEP GLOBAL FORECAST SYSTEM PLEASE CONTACT:

HUA-LU PAN
NCEP/CAMP SPRINGS MARYLAND
PHONE: 301-763-8000 EXT. 7234
E-MAIL: HUALU.PAN@NOAA.GOV

OR

JOHN WARD
NCEP/CAMP SPRINGS MARYLAND
PHONE: 301-763-8000 EXT. 7185
E-MAIL: JOHN.WARD@NOAA.GOV

THIS AND OTHER NWS TECHNICAL IMPLEMENTATION NOTICES ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

$$
NNNN

APPENDIX J
Sample Technical Implementation Notice - New TAF Added

NOUS41 KWBC 252042
PNSWSH

TECHNICAL IMPLEMENTATION NOTICE 03-31
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
445 PM EDT WED JUN 25 2003

TO: NATIONAL WEATHER SERVICE /NWS/ OFFICES
FEDERAL AVIATION ADMINISTRATION /FAA/ CUSTOMERS
FAMILY OF SERVICES /FOS/ SUBSCRIBERS
OTHER CUSTOMERS OF NWS AVIATION FORECASTS

FROM: MARK ANDREWS
CHIEF...AVIATION SERVICES BRANCH

SUBJECT: NEW TERMINAL AERODROME FORECAST /TAF/ SERVICE FOR
COBB COUNTY AIRPORT - MCCOLLUM FIELD /KRYY/ IN KENNESAW
GEORGIA...EFFECTIVE SEPTEMBER 16 2003

NOTE: THE FOLLOWING CHANGES HAVE NO IMPACT ON NOAA WEATHER WIRE SERVICE SUBSCRIBERS

EFFECTIVE TUESDAY SEPTEMBER 16 2003 AT 1200 COORDINATED UNIVERSAL TIME /UTC/...THE ATLANTA GEORGIA NWS OFFICE WILL BEGIN TAF SERVICE FOR COBB COUNTY AIRPORT - MCCOLLUM FIELD /KRYY/ IN KENNESAW GEORGIA. BOTH ROUTINE AND UPDATED TAFS WILL BE ISSUED FOR THIS AIRPORT BETWEEN 1100 UTC AND 0200 UTC EACH CALENDAR DAY.

NWS PERSONNEL WILL NEED TO ADD THE FOLLOWING IDENTIFIER TO THEIR COMMUNICATIONS SYSTEMS TO RECEIVE THE NEW TAF:

AIRPORT	WMO HEADING	AWIPS ID
COBB COUNTY AIRPORT - MCCOLLUM FIELD	FTUS42 KFFC	TAFRYY

IN ADDITION...THE NEW TAF WILL BE ADDED TO ALL THREE OF THE FOLLOWING EXISTING TAF COLLECTIVES...WHICH ARE TRANSMITTED TO FEDERAL AVIATION ADMINISTRATION /FAA/ PERSONNEL AND OTHER EXTERNAL USERS:

WMO HEADINGS	AVAILABLE TO THE FOLLOWING CUSTOMERS
FTUS80 KWBC	NON-FAA DOMESTIC AND FAMILY OF SERVICES
FTUS90 KWBC	FAA WEATHER MESSAGE SWITCHING CENTER AND FAA FACILITIES
FTUS52 KWBC	GLOBAL TELECOMMUNICATION SYSTEM CUSTOMERS

HOLDERS OF NWS PROCEDURAL INSTRUCTION 10-813 /TERMINAL AERODROME

FORECASTS/ SHOULD MAKE THE APPROPRIATE ADDITION TO THE APPENDICES.

IF YOU HAVE ANY QUESTIONS REGARDING THE TAF ADDITION...PLEASE CONTACT:

MR. LANS P. ROTHFUSZ
METEOROLOGIST-IN-CHARGE
NATIONAL WEATHER SERVICE OFFICE
4 FALCON DRIVE
PEACHTREE CTIY GA 30269
PHONE: 770-486-1133
EMAIL: LANS.ROTHFUSZ@NOAA.GOV

THIS AND OTHER NWS TECHNICAL IMPLEMENTATION NOTICES ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

$$
NNNN

APPENDIX K
Sample General National Level Public Information Statement - Seeking Public Comments

NOUS41 KWBC 191526
PNSWSH

PUBLIC INFORMATION STATEMENT...COMMENT REQUEST
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
1130 AM EDT THU JUN 19 2003

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER WIRE SERVICE /NWWS/ SUBSCRIBERS...EMERGENCY MANAGERS WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS... NOAAPORT SUBSCRIBERS...OTHER NATIONAL WEATHER SERVICE /NWS/ CUSTOMERS AND PARTNERS...AND NWS EMPLOYEES

FROM: ROBERT E. LIVEZEY
CHIEF...CLIMATE SERVICES DIVISION

SUBJECT: CURRENTLY SOLICITING PUBLIC COMMENTS BY JULY 18 2003 ON PROPOSED PROBABILITY FORMAT CHANGES TO ONE-MONTH AND THREE-MONTH OUTLOOKS

WE ARE SOLICITING YOUR COMMENTS BY JULY 18 2003 ON PLANS TO CHANGE THE PROBABILITY FORMATS ON THE ONE-MONTH AND THREE-MONTH OUTLOOKS ISSUED BY THE CLIMATE PREDICTION CENTER /CPC/.

PLEASE SEND COMMENTS ON THE FOLLOWING PROPOSAL BY ACCESSING THE WEB PAGE LISTED BELOW /USE LOWER CASE LETTERS/:

HTTP://WWW.CPC.NCEP.NOAA.GOV/PRODUCTS/PREDICTIONS/90DAY/COMMENT-FORM-LL.HTML

OR WRITE TO

ROBERT LEFFLER AND BARBARA MAYES
NOAA/NWS CLIMATE SERVICES DIVISION W/OS4
1325 EAST-WEST HIGHWAY
SILVER SPRING MD 20910

BACKGROUND

CPC EXPRESSES THE OUTLOOKS IN A 3-CATEGORY PROBABILISTIC FORMAT AS THE CHANCE THE MEAN TEMPERATURE OR TOTAL PRECIPITATION FOR THE PERIOD WILL FALL INTO THE MOST LIKELY OF THREE CLASSES: ABOVE... BELOW...OR NEAR NORMAL. CPC DEFINES THE CLASSES AS CLIMATOLOGICALLY EQUALLY LIKELY: THE TOP 10 CASES OF A THIRTY YEAR RECORD DEFINE THE ABOVE CATEGORY /A/...THE MIDDLE 10 CASES DEFINE THE NORMAL CATEGORY /N/... AND THE BOTTOM 10 CASES DEFINE THE BELOW CATEGORY /B/. FOR AREAS WHERE A FAVORED CLASS CANNOT

BE DETERMINED...CPC WILL INDICATE THOSE AREAS WITH "EC".

PROPOSED CHANGE

FOR THE MOST LIKELY CLASS...CPC WOULD INDICATE THE TOTAL PROBABILITY INSTEAD OF THE PROBABILITY ANOMALY FROM THE 33 PERCENT CLIMATOLOGICAL VALUE. THE CONTOURS OF A FAVORED CATEGORY WOULD BE 33+ PERCENT...40 PERCENT...50 PERCENT...AND HIGHER VALUES IN INCREMENTS OF 10 PERCENT.

CPC WOULD STILL INDICATE THE MOST LIKELY CLASS WITH SOLID CONTOUR LINES ON THE MAPS AND LABEL THE CENTERS OF MAXIMUM PROBABILITY ANOMALY WITH THE LETTERS A...N...OR B TO DENOTE THE MOST LIKELY CLASS. FOR AREAS WHERE A FAVORED CLASS CANNOT BE DETERMINED... CPC WILL STILL INDICATE THOSE AREAS WITH "EC" AND NOT HAVE CONTOURS.

THE FOLLOWING PRODUCTS WOULD BE AFFECTED BY THIS PROPOSAL:

1. THREE-MONTH OUTLOOK MAPS FOR CONTIGUOUS U.S. AND ALASKA

LEAD TIME IS INDICATED BY THE NUMBER IN THE WMO HEADING AND LAST LETTER IN THE AWIPS ID. /I.E. 01 AND A HAVE A LEAD TIME OF 0.5 MONTH... 02 AND B HAVE A LEAD TIME OF 1.5 MONTHS... ETC./

TEMPERATURE		PRECIPITATION	
WMO HEADING	AWIPS ID	WMO HEADING	AWIPS ID
PTIW/01-13/ KWBC	RBGLT/A-M/	PEIW/01-13/ KWBC	RBGLE/A-M/

ON THE WEB /USE LOWER CASE LETTERS/:

HTTP://WWW.CPC.NCEP.NOAA.GOV/PRODUCTS/PREDICTIONS/90DAY/

2. ONE-MONTH OUTLOOK MAPS FOR CONTIGUOUS U.S. AND ALASKA:

TEMPERATURE		PRECIPITATION	
WMO HEADING	AWIPS ID	WMO HEADING	AWIPS ID
PTIV98 KWNC	RBG9MT	PEIV98 KWNC	RBG9ME

ON THE WEB /USE LOWER CASE LETTERS/:

HTTP://WWW.CPC.NCEP.NOAA.GOV/PRODUCTS/PREDICTIONS/30DAY/

3. ONE-MONTH AND THREE MONTH HAWAIIAN TEXT OUTLOOKS /TOTAL PROBABILITY FOR MOST LIKELY CLASS FOR SELECTED CITIES/:

WMO HEADING	AWIPS ID

FXHW40 KWBC PMDHCO

ON THE WEB /USE LOWER CASE LETTERS/:

HTTP://WWW.CPC.NCEP.NOAA.GOV/PRODUCTS/PREDICTIONS/90DAY/
FXHW40.HTML

THIS NOTICE AND OTHER CURRENT NATIONAL PUBLIC INFORMATION
STATEMENTS ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

THIS PARTICULAR MESSAGE IS LISTED AT THE TOP OF THE PAGE...ABOVE
THE SERVICE CHANGE NOTICE AND TECHNICAL IMPLEMENTATION NOTICE
BOX.

$$
NNNN

APPENDIX L
Sample National Administrative Message for NWWS

NOUS29 KWBC 312046
ADWMSG

NATIONAL ADMINISTRATIVE MESSAGE FOR NWWS
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
445 PM EDT MAY 31 2001

TO: NOAA WEATHER WIRE SERVICE /NWWS/ SUBSCRIBERS

FROM: J. DOUGLAS WALLS
NATIONAL WEATHER SERVICE NOAA WEATHER WIRE SERVICE
/NWWS/ PROGRAM MANAGER

SUBJECT: DISCONTINUED USE OF PIL HEADERS ON NOAA WEATHER WIRE
SERVICE PRODUCTS...EFFECTIVE OCTOBER 1 2001 AT 1230 UTC

EFFECTIVE OCTOBER 1 2001 AT 1230 UNIVERSAL COORDINATED TIME /UTC/...THE NATIONAL WEATHER SERVICE /NWS/ WILL DISCONTINUE IDENTIFYING NOAA WEATHER WIRE SERVICE /NWWS/ PRODUCTS WITH PRODUCT INVENTORY LIST /PIL/ HEADERS. THIS CHANGE WILL AFFECT BOTH THE NWWS SATELLITE BROADCAST AND THE NWWS OPEN INTERFACE VIA THE INTERNET...PROVIDED UNDER CONTRACT WITH DYNCORP. PIL HEADERS ARE GENERALLY NINE CHARACTERS IN LENGTH...AND ARE AN ARTIFACT FROM A LEGACY NWS COMMUNICATIONS SYSTEM. SINCE JUNE 2000... ALL PRODUCTS TRANSMITTED ON THE NWWS HAVE BEEN IDENTIFIED WITH BOTH PIL HEADERS AND WORLD METEOROLOGICAL ORGANIZATION /WMO/ HEADINGS. AS OF OCTOBER 1 2001 AT 1230 UTC...ONLY WMO HEADINGS WILL BE USED TO IDENTIFY NWWS PRODUCTS.

THE FIRST ANNOUNCEMENT OF THE TERMINATION OF PIL HEADERS ON NWWS PRODUCTS WAS MADE ON APRIL 3 2000 IN AN ADMINISTRATIVE MESSAGE FOR NWWS. THE TERMINATION DATE WAS ALSO MENTIONED IN SEVERAL OTHER NWWS ADMINISTRATIVE MESSAGES AND LETTERS LAST YEAR. THE TERMINATION WAS ORIGINALLY SCHEDULED FOR MAY 30 2001. THE NEW TERMINATION DATE IS OCTOBER 1 2001.

IF YOU ARE STILL USING THE PIL HEADERS TO IDENTIFY NWWS PRODUCTS IN YOUR OPERATION...YOU WILL NEED TO REPROGRAM YOUR SYSTEM TO RECOGNIZE THE EQUIVALENT WMO HEADING FOR EACH PRODUCT YOU RECEIVE. INFORMATION TO AID IN PIL TO WMO HEADER TRANSITION IS AVAILABLE ON THE DYNCORP NWWS WEBPAGE /USE LOWER CASE LETTERS/:

HTTP://DYNIS.IS.DYNCORP.COM/CONTRACTS/NWWS/OTHER/AFOS2AWIPS.TXT

ALSO AN ONLINE FORMAT CONVERSION TOOL IS POSTED ON THE NWS NWWS WEB PAGE /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OSO/OSO1/OSO15/NEWNWWS.HTM

A NEW NWWS WEB PAGE IS UNDER CONSTRUCTION AND WILL CONTAIN ADDITIONAL PIL TO WMO HEADING CROSS REFERENCE TEXT FILES. THIS NEW WEB PAGE SHOULD BE AVAILABLE BEFORE THE END OF JUNE 2001 AND WILL RESIDE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/NWWS/

PLEASE CONTACT US IF YOU NEED ANY ADDITIONAL INFORMATION AND NOTIFY US OF ANY CHANGES TO YOUR EMAIL ADDRESSES.

MARTY BARON
NWS NWWS PROGRAM LEADER
SILVER SPRING MARYLAND
PHONE: 301-713-1743 X 137
E-MAIL: MARTIN.BARON@NOAA.GOV

MR. DOUG WALLS
NWS NWWS PROGRAM MANAGER
SILVER SPRING MARYLAND
PHONE: 301-713-1743 X 147
E-MAIL: DOUGLAS.WALLS@NOAA.GOV

YOU ARE AN IMPORTANT COMPONENT OF THE NWWS SYSTEM IN PROVIDING THE PUBLIC WITH CRITICAL WEATHER INFORMATION AND WE WILL DO WHAT EVER POSSIBLE TO FOSTER OUR PARTNERSHIP WITH YOU.

THIS NOTICE AND OTHER CURRENT NATIONAL ADMINISTRATIVE MESSAGES FOR NWWS ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

$$
NNNN

APPENDIX M
Sample National Administrative Message for EMWIN (Corrected)

NOXX20 KWBC 192129 CCA
ADMEMW

NATIONAL ADMINISTRATIVE MESSAGE FOR EMWIN...CORRECTED
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
435 PM EST MON NOV 19 2001

TO: EMERGENCY MANAGERS WEATHER INFORMATION NETWORK /EMWIN/ USERS

FROM: WILLIAM BROCKMAN
CHIEF...TELECOMMUNICATION OPERATIONS CENTER
NATIONAL WEATHER SERVICE /NWS/

AND

GERALD DITTBERNER
CHIEF...ADVANCED SYSTEMS PLANNING DIVISION
NATIONAL ENVIRONMENTAL SATELLITE...DATA...AND
INFORMATION SERVICE /NESDIS/

SUBJECT: EMWIN TRANSITION UPDATE 11/19/01

CORRECTED ISSUANCE DATE IN SUBJECT LINE

THIS MESSAGE IS THE THIRD IN A SERIES OF TRANSITION UPDATE MESSAGES TO INFORM EMERGENCY MANAGERS WEATHER INFORMATION NETWORK /EMWIN/ USERS OF NEW INFORMATION REGARDING THE TRANSITION OF THE EMWIN DATASTREAM. PREVIOUS TRANSITION UPDATES ARE POSTED ON THE EMWIN HOME PAGE AT /USE LOWER CASE LETTERS/:

HTTP://IWIN.NWS.NOAA.GOV/EMWIN/INDEX.HTM

THE NESDIS EMWIN IMPLEMENTATION REPORT HAS BEEN COMPLETED. THE REPORT CONCLUDES THE NEXT GENERATION EMWIN RECEIVER IS ENTIRELY FEASIBLE AT A REASONABLE COST.

THE EMWIN HOME PAGE HAS BEEN REVISED AND UPDATED. WE CONTINUE TO USE THE EMAILS AND THE DISCUSSION GROUP TOPICS THAT WE RECEIVE TO UPDATE THE EMWIN FREQUENTLY ASKED QUESTIONS /FAQS/ LOCATED ON THE EMWIN HOME PAGE.

FOR A RECAP OF THE DETAILS OF THE EMWIN TRANSITION TO THE GOES N SERIES...PLEASE SEE THE PREVIOUS UPDATE MESSAGES ON THE EMWIN HOME PAGE.

ANSWERS TO MOST QUESTIONS RECEIVED AT THE EMAIL ADDRESS BELOW WILL BE ADDED TO THE EMWIN FAQS ON THE EMWIN HOME PAGE:

EMWIN.SYSTEM@NOAA.GOV

FUTURE EMWIN TRANSITION UPDATES WILL BE DISTRIBUTED THROUGH EMWIN AND ALSO POSTED ON THE HOME PAGE LISTED ABOVE.

THE NEXT SIGNIFICANT EVENT FOR EMWIN WILL BE THE TESTING PERIOD PLANNED FOR DECEMBER 2001 THROUGH JANUARY 2002 USING ONE OF THE STORED GOES I/M SATELLITES. THE TEST RESULT WILL PROVIDE VALUABLE INFORMATION FOR DETERMINING THE COMMUNICATION CHARACTERISTICS OF THE EMWIN SYSTEM: BPSK/QPSK MODULATION... FORWARD ERROR CORRECTION /TURBO CODE OR REED-SOLOMON CONVOLUTION/ AND ANTENNA SIZE. THE NEXT TRANSITION UPDATE MESSAGE IS PLANNED FOR FEBRUARY 2002...AFTER THE COMPLETION OF TESTING.

THIS NOTICE AND OTHER CURRENT NATIONAL ADMINISTRATIVE MESSAGES FOR EMWIN ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

$$
NNNN